



Established in 1901, Chinese YMCA of Hong Kong aims to help the youth to develop a holistic character and contribute to the society by providing activities and services in accordance with the teachings of Jesus Christ and the Christian Spirit: “To serve, not to be served”. The Association is now looking for high caliber candidates to fill the following position:

Deputy General Secretary

Ref: DGS/07/24

Roles & Responsibilities:

- Report to the General Secretary and assist in the setting and refinement of direction, service development, strategic planning, resource mobilization and management of risk in social services of the Association.
- Oversee the operations of the social service units as assigned.
- Provide professional leadership to ensure delivery of quality social services with effective human resources and financial management.
- Initiate and implement social service projects under various funding sources.
- Promote and sustain collaboration with local and international partners in service delivery.
- Provide related committees with secretarial support in terms of the preparation of documents and reports, and follow through the implementation of decisions.
- Liaise with government bodies/ department, academia and other NGOs, and attend relevant Committees.
- Perform such other duties as may from time to time be assigned by the General Secretary.

Requirements:

- Master’s Degree or above in Social Work, Business Administration or related disciplines from recognized university.
- Not less than 10 years of working experience gained at sizable social service organization or relevant experience, of which at least 5 years should be at senior management level.
- Committed and contribute to the Mission and Vision of the Association.
- Good interpersonal skills with both internal and external stakeholders. Ability to communicate effectively with various levels of management.
- Strong leadership, entrepreneurial mind, influencing capability, innovative mindset, strategic thinking.
- Excellent command of spoken and written English and Chinese (Putonghua and Cantonese).

We offer 5-day work with good remuneration and fringe benefits including annual leave, family leave, birthday leave, paid sick leave, marriage leave, compassionate leave, maternity / paternity leave, study subsidy and medical insurance to the right candidate on contract basis. Interested candidates, please submit your full resume stating the expected salary with reference no. and make attention to the **Human Resources Department** by email to hrrecruit@ymca.org.hk on or before **30th July 2024**.

(All information provided will only be used for recruitment related purpose.)